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ABSTRACT

Initiated as a graduate school project in educational media administration and later distributed to administrative personnel in the Charlottesville and Albemarle County public school districts, this document presents a 5-year plan for merging the district-level library media centers and related services of these two neighboring Virginia school districts. An analysis and description of the existing media centers and programs for each school system are provided, as is a brief history of similar cooperative endeavors between the two districts. The goals and objectives of the Charlottesville-Albemarle Media Center and proposed merger activities for each of the five years are outlined, covering the production of a union catalog and grade-level lists of educational media, interlibrary lending, cooperative equipment and material acquisitions, the provision of a combined facility, and the establishment of cooperative library/media utilization and instructional design services. Also presented are organizational descriptions of the existing library media centers, a proposed organizational chart for the cooperative media center, job descriptions for proposed center personnel, a check list of proposed center services and policies, a proposed evaluation schema, and merger budget estimates by year. A six-item bibliography is provided. (Author/ESR)

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CHARLOTTESVILLE-ALBEMARLE MEDIA CENTER: A Proposal for Implementation

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EDCI 775

Summer, 1980

School of Education
University of Virginia
Charlottesville, VA

IR011135

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

The following is a proposal for the creation of the Charlottesville-Albemarle Media Center to serve the needs of both school systems. A great deal of background information was provided by Barbara Booker of the Charlottesville Public Schools and by Barbara Skinner of the Albemarle County Public Schools. The assistance of both ladies is greatly appreciated, for without their aid, this project could not have been completed.

Any inaccuracies contained herein are due to my misinterpretation of the information provided. This project is not to be construed as reflecting the opinions of either Miss Booker or Miss Skinner.

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Prior to 1974, the Charlottesville School System had dual programs providing for the library and audio-visual needs of the schools. These programs were staffed by two professional and two classified support personnel. In February of that year, the programs were combined and the position of Director of Library/Media Services was advertised and appointed. Responsibilities of this position included the supervision of library/media personnel, acquisition and circulation of educational materials, and the coordination of equipment purchases for the schools.

In 1977, the position of Director was downgraded to Supervisor. Also, as part of this move the amount of support personnel was cut, though program responsibilities remained the same. Interestingly enough, the circulation statistics had increased dramatically over previous years, but the decision to cut back support staff was implemented anyway.

Currently, the program is located in a former elementary school which has been converted to house a variety of central office administrative personnel and programs. The audio-visual technician is located at Charlottesville High School and has the responsibility for the maintenance and repair of the equipment in addition to duties related to the high school's television studio.

The existing program circulates educational media to one secondary, two middle, and six elementary schools with a combined enrollment of approximately 5000 students. Funding for the individual library/media programs at the individual school level for 1979-80 was $16.00 per student for secondary and middle schools and $13.00 per student for elementary schools.

At the district level, $25,000 was budgeted for the purchase of instructional materials and $18,000 was budgeted for purchase of audio-visual equipment, though $6000 of this was frozen. According to the Annual Instructional Media Report for Virginia Public Schools (1978-79), the

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the collection of educational media housed at the district level exceeded 8000 items in a variety of formats. The collection is organized by standard library practices and a printed catalog of the collection is distributed to the teachers.

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16mm films	725
Video tapes	800
Art prints	83
Study prints	753
Charts/posters	115
Disc recordings	120
Tape recordings	661
8mm films	4
8mm film loops	155
Silent filmstrips	98
Sound filmstrips	1366
Slides	2228
Multi-media kits	215
Models	12
Transparencies	697
Book kits	53
Realia	200
TOTAL	8285

During the 1940's Albemarle County Schools developed a collection of films which were circulated to the schools. In 1952, the school system transfered the collection to the regional film library of the Bureau of Teaching Materials at the University of Virginia. The letter of transfer cited the school system's belief that the transfer of the collection of 49 titles would result in more efficient use of the films.

In the 1974-75 school year, the county reorganized the junior high schools into middle schools. To accompany this change, a federally funded ESEA Title III MEDIA Project, administered by a supervisor, was initated to select, acquire, and circulate educational media to meet the specific needs of middle school students.

At the termination of the Title III MEDIA Project, the school system assumed the financial responsibility for the program. With this change, the position was changed to Supervisor of Library Services. Not only was the responsibility for the supervision of library/media personnel added, but the collection of materials was expanded to meet the needs of secondary school students and later the needs of the elementary schools.

As the program was expanded, the position was upgraded to Director, and is presently being held by an Acting Supervisor. During this period of growth, the support staff was increased to include one secretary, one technician, one van driver, one clerical aide, and one half-time secretary. The responsibility for coordinating the selection and acquisition of audio-visual equipment for the individual schools was not assigned to the Director; instead, the equipment was purchased by the individual schools. Because of this, some disparity exists among the schools regarding the equipment necessary to implement the utilization of instructional television.

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The program is currently located in a former school which has been converted to house various other central office administrative personnel and programs. Educational media circulates to two secondary, four middle, and fifteen elementary schools with a combined enrollment of approximately 9500 students. Funding for the individual library/media programs at the individual school level for 1979-80 was $5.50 per student plus an additional $2.50 per student in Title IV-B funds for a total of $8.00 per student.

At the district level, $36,000 was budgeted for the purchase of educational media. According to the Annual Instructional Media Report for Virginia Public Schools (1979-80), the collection of educational media housed at the district level was approximately 12,000 items in a variety of formats. The collection is organized under broad subject headings and a printed catalog is distributed to teachers.

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Study prints	550
Charts/posters	133
Disc recordings	23
Video tapes	884
16mm films	1480
8mm film loops	326
Silent filmstrips	519
Sound filmstrips	372
Multi-media kits	31
Models	28
Slides	7304
Transparencies	51
Games/puzzles	55
Activity card sets	3
TOTAL	11,876

..vidence of cooperative efforts of a formal nature currently exists. The Charlottesville-Albemarle Technical Education Center serves the vocational training needs of both communities. Cooperative planning between the Charlottesville Public Schools and the Jefferson-Madison Regional Library has resulted in a summer reading program. Under federal guidelines, educational media is circulated by the Albemarle Media Center to Miller School and St. Anne's-Belfield School.

Informal cooperation has also existed between both school systems and the School of Education at the University of Virginia. Editing requirements beyond the capabilities of the television studio equipment at the University have been met by using the television studio at Charlottesville High School. Education students at the University have arranged to preview materials at the Albemarle Media Center.

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The goal of the Charlottesville-Albemarle Media Center is to enable teachers to provide for the wide variety of individual learning styles and special needs characteristic of students through ready access to a strong and diversified curriculum-based collection of instructional media. This goal will be achieved through the following objectives:

1) Provide a comprehensive catalog of educational media currently owned or leased by the Charlottesville Educational Media Center and the Albemarle Media Center.
2) Provide an inter-district media loan and distribution system.
3) Provide for the cooperative acquisition of educational media and audiovisual equipment.
4) Provide a single, central facility to house the combined collections, personnel and services.
5) Provide library/media utilization services for the individual schools in each district.
6) Provide instructional design services for the individual schools in each district.
7) Provide union lists by grade level (eg., secondary, middle and elementary) of non-print media and special collections housed in the individual schools.
8) Provide inter-school loan of non-print media and special collections among the schools of both districts.

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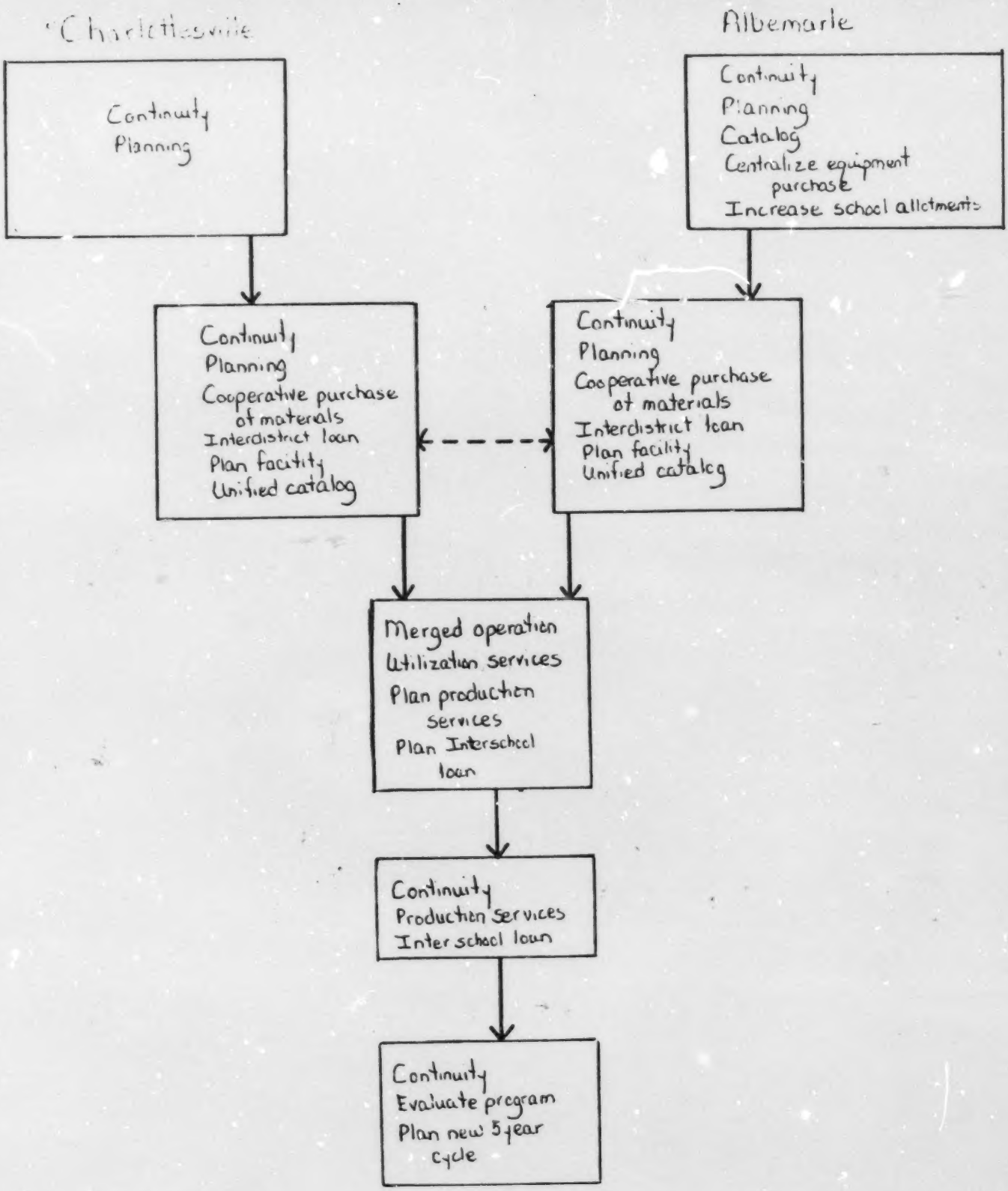
Charlottesville
Albemarle
Continuity
Planning
Continuity
Planning
Catalog
Centralize equipment purchase
Increase school allotments
Continuity
Planning
Cooperative purchase of materials
Interdistrict loan
Plan facility
Unified catalog
Continuity
Planning
Cooperative purchase of materials
Interdistrict loan
Plan facility
Unified catalog
Merged operation
Utilization services
Plan production services
Plan Interschool loan
Continuity
Production services
Inter school loan
Continuity
Evaluate program
Plan new 5 year cycle

FIRST YEAR

Cooperative planning between the heads of the two library/media programs to facilitate the merger will begin. Particular attention will be paid to developing a compatible delivery system to effect the implementation of inter-district loan.

As there are three distinct differences in the existing library/media programs, steps will be taken to reconcile these differences. A basic difference is in the level of funding provided by each school system to its individual schools for library/media services. Currently, Albemarle allocates $8.00 per student (including $2.50 in Title IV-B funds) whereas Charlottesville allocates an average of $14.50 per student. This funding disparity has implications for the amount and type of services the individual schools demand from their respective media centers. Therefore, Albemarle will begin to alleviate this disparity by allocating an additional $2.00 per student for library/media services at the individual school level. This additional allocation is based upon the current funding rate of $8.00 per student. Should the allocation of Title IV-B funds change, the additional allotment should reflect this change.

Albemarle should catalog and classify its collection according to standard library practices. This will standardize the cataloging procedures, thereby facilitating the implementation of inter-district loan and eventual merger. To accomplish this, it will be necessary to hire someone qualified in cataloging (bachelor's with endorsement as librarian) only for a period of twelve months.

To ensure equipment compatibility in the Albemarle School System, the responsibility for the selection, evaluation, and purchase of equipment should be delegated to the head of the system's library/media program. By doing this, inequities in equipment holdings among the various schools in the system will be reduced. As funds for this purpose have previously been allocated to the

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individual schools, the amount allocated for the centralized purchase of equipment may be misleading and is not to be construed as an expenditure of totally new funds. Centralized purchasing will also allow the system to take advantage of discounts for volume purchases, thereby allowing it to receive more and better equipment per dollar of expenditure.

SECOND YEAR

The current catalogs and supplements of each district's Media Center will be circulated to the library/media personnel in the other district's schools, thereby facilitating the implementation of inter-district loan. The heads of the respective Media Centers will develop a strategy for the cooperative purchase of instructional materials to avoid unnecessary duplication. Albemarle will continue to increase its library/media allocations to the individual schools to bring its rate to $11.00 per student.

Plans for locating a facility to house the combined collections and personnel will begin as the inter-district loan period is only a stop-gap measure. Present allocatins of space for each library/media program at the district level is not sufficient to accomodate merger. Two alternatives, however, are available.

If the storage room and resource room in the Media Center wing of McIntire School were to be allocated to the Media Center, merger could be effected. The storage room contains a bathroom, so running water would be available to provide photographic production services. With the space available in the resource room, the combined collections could be housed. Also, the construction of false walls, to include doors, at either end of this wing would allow the Media Center to utilize the hallway space. This arrangement, however, would not allow sufficient space for merged equipment operations, so the present arrangement at Charlottesville High School would have to be continued.

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The second alternative would be the remodeling of the gymnasium area at Lane High School. This would allow all components of the merged library/media program to be housed in one central location. Ample space would be available to house the combined collections, personnel, and services and allow for future growth of the program. With adequate running water at either end of the gymnasium, photographic production services could be provided.

A unified catalog reflecting the holdings of each Media Center will be prepared. Hopefully, this task can be accomplished by the opening of school the following year when the library/media programs are to be merged. If this is not possible, continued use of separate catalogs will be necessary until a combined catalog can be prepared.

THIRD YEAR

The merged Charlottesville-Albemarle Media Center, serving the needs of both school systems, will be operational. Personnel allocations for the two previously independent library/media programs will be merged. Some realignment of responsibilities will be effected, most notably among the two professional personnel. One will assume the duties of the Director, and the other will become the Library/Media Utilization Specialist. The assignment of these duties will be mutually agreed upon by both Superintendents and School Boards.

Expanded library/media utilization services to the individual schools will be facilitated by the merger. Plans will be developed for expanding limited production services to include photographic production. Plans for developing inter-school loan among the three high schools will be made, and union lists of non-print holdings in Social Studies and Language Arts will be prepared. Albemarle will continue to allocate additional funds to the individual school library/media programs to bring the rate up to $12.00 per student.

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FOURTH YEAR

Two new personnel, a Production Specialist and a Production Aide, will be added to the staff to implement the planned expansion of production services. The program of inter-school loan among the three high schools will be implemented and plans to expand this service to include the remaining high school curriculum areas will be formulated. Albemarle will continue to increase its funding of the individual school library/media programs to bring the rate to $13.00 per student. Planning for an extensive evaluation of the entire program offered by the Charlottesville-Albemarle Media Center will begin.

FIFTH YEAR

Inter-school loan among the three high schools will be fully operational as will the entire program of the Charlottesville-Albemarle Media Center. An extensive evaluation of the entire program will be conducted. The results of this evaluation will be analyzed and used to formulate a new five-year plan. Possible areas of exploration would be the utilization of computer technology applied to the scheduling of materials, maintenace of records, and inventory of materials and equipment; and the expansion of inter-school loan to the middle and elementary school level.

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Presently, the Supervisor of Library/Media Services in the Charlottesville Public Schools is in a direct line relationship to the Assistant Superintendent for Instruction. The Supervisor has supervisory duties relative to her support staff and the library/media personnel staffing the individual schools. She is responsible for the overall program development relative to library/media services for the entire school system. Also, she is specifically responsible for the following:

1. Selection, evaluation, acquisition, and cataloging of instructional materials housed at the Media Center;

2. Coordination of audio-visual equipment purchases for the schools;

3. Developing an instructional materials circulating system;

4. Maintaining a collection of professional materials related to the fields of library science and educational media.

Instructional materials are delivered to the schools on Mondays and picked up on Fridays through use of a "Pony" system. Films may be reserved for one week, with an option to renew for another week if not scheduled elsewhere. All other materials may be reserved for two weeks, with an option for another two week renewal if not scheduled elsewhere. All requests for materials are submitted on requests forms channeled through the individual school's library/media personnel and may be made up to sixty days in advance.

Maintenance and repair services are provided by the technician at Charlottesville High School. Limited production services, including video-taping of instructional television programs, are provided by the Media Center.

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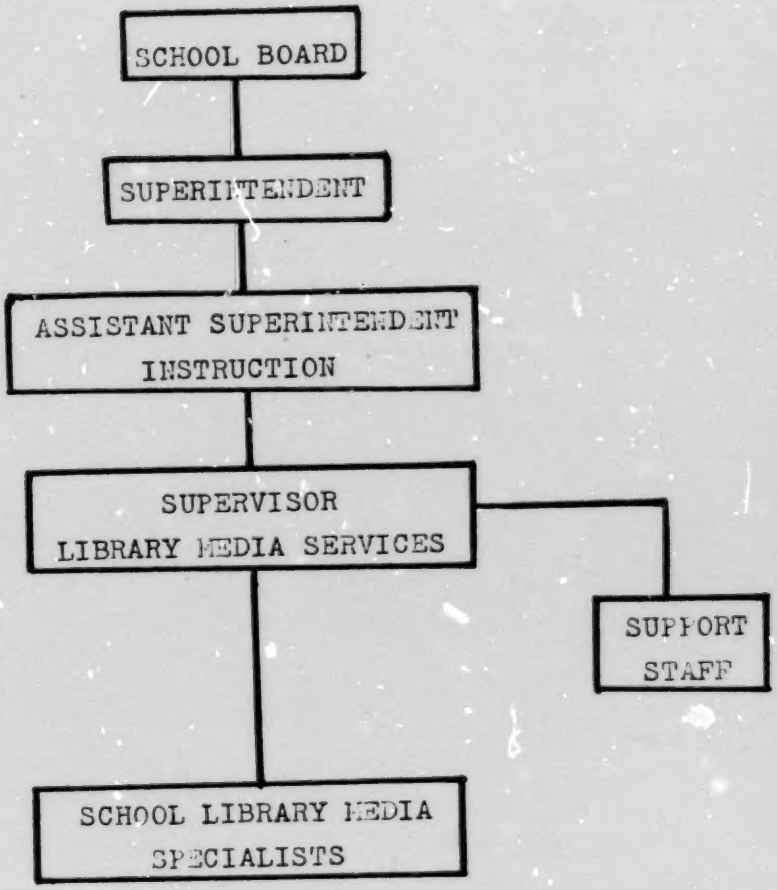
SCHOOL BOARD
SUPERINTENDENT
ASSISTANT SUPERINTENDENT
INSTRUCTION
SUPERVISOR
LIBRARY MEDIA SERVICES
SUPPORT
STAFF
SCHOOL LIBRARY MEDIA
SPECIALISTS

The Acting Supervisor of Library Services in the Albemarle Public Schools is in a direct line relationship to the Assistant Superintendent for Instruction and has supervisory responsibilities relative to her support staff and the library/media personnel staffing the individual schools. She is responsible for the overall program of library/media services for the school system. Additionally, she is responsible for the following:

1. Selection, evaluation, acquisition, and cataloging of instructional materials housed at the Media Center.;

2. Developing an instructional materials delivery system;

3. Maintaining a limited collection of professional materials related to the fields of library science and educational media;

Instructional materials are circulated to and returned from the schools twice weekly by the van driver. Two delivery schedules exist because of the number and dispersed location of the schools. Films may be scheduled for three days, video tapes for one week, and other instructional materials for two weeks. Request for materials are submitted to the school's library/media personnel who phone in the requests to the Media Center.

Maintenance and repair services for audio-visual equipment are provided by the technician at the Media Center. In some instances, equipment which can not be repaired by the technician is sent to a commercial equipment repair firm. Limited production services, including the video-taping of instructional television programs, are provided by the support staff.

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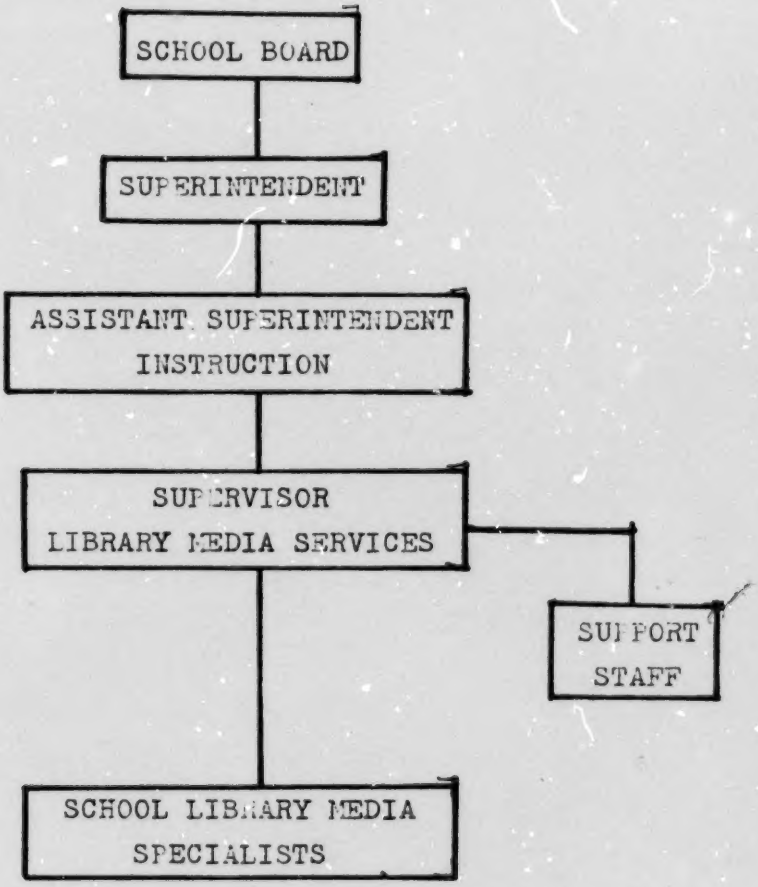
SCHOOL BOARD
SUPERINTENDENT
ASSISTANT SUPERINTENDENT
INSTRUCTION
SUPERVISOR
LIBRARY MEDIA SERVICES
SUPPORT
STAFF
SCHOOL LIBRARY MEDIA
SPECIALISTS

A direct line relationship to the Assistant Superintendents for Instruction of both school systems will exist when the proposed merger is implemented. The following activities will be performed by the professional and support personnel of the Charlottesville-Albemarle Media Center.

A collection of instructional materials reflecting the curriculum needs of each school system will be maintained. The collection will be cataloged and classified according to the provisions of the Dewey Decimal Classification System and the Sears List of Subject Headings. Teacher access to the Media Center collection will be provided through a printed catalog providing suggested grade levels for each item. Annotated cards for each item will be prepared and distributed to each school's library/media center.

The purchase of audio-visual equipment for the schools in each district will be coordinated. Preventative maintenance and repair of all audio-visual equipment will be provided by the Charlottesville-Albemarle Media Center.

A variety of instructional materials will be produced. Included will be video-taping instructional television programs, slides, filmstrips, sound slide shows, multi-media kits, displays, and learning centers.

In-service and staff development programs will be planned and implemented. Areas to be covered will be the operation of audio-visual equipment, local production of instructional materials, and the utilization of various media formats to achieve instructional purposes.

A variety of selection aids will be acquired and circulated to the library/media personnel in the individual schools. This professional collection will also contain periodicals and books related to library science and educational media.

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DIRECTOR

Qualifications:

1. Professional education in library science, educational media, and supervision

2. Experience as a school librarian/media specialist

3. Experience in administration and/or supervision

4. Hold a Postgraduate Profesional Certificate with endorsements as a librarian and supervisor

Responsibilities:

1. Develop the overall program for the Charlottesville-Albemarle Media Center

2. Select, evaluate, acquire, and catalog instructional materials

3. Coordinate the selection, evaluation, and acquisition of audio-visual equipment for the individual schools

4. Consult with the Directors of Federal Programs of each school system to identify sources of federal funding relative to the library/media program

5. Consult with the Assistant Superintendents for Instruction of each school system to relate curriculum needs to the library/media program

6. Interpret the library/media program to both School Boards, Superintendents, and communities

7. Provide the means for the delivery of materials and services to the individual schools

8. Provide the means for evaluating the library/media program

9. Maintain contact with the appropriate state and national professional associations and agencies

LIBRARY/MEDIA UTILIZATION SPECIALIST

Qualifications:

1. Professional education in library science and educational media

2. Experience as a school librarian/media specialist

3. Hold a Postgraduate Professional Certificate with an endorsement as a librarian

Responsibilities:

1. Assist the Director in selecting, evaluating, and cataloging instructional materials

2. Assist the Director in selecting and evaluating audio-visual equipment

3. Interpreting the library/media program to principals, library/media personnel, and teachers in the individual schools

4. Developing and implementing in-service and staff development programs relative to the library/media program

5. Providing the means for delivery of production services to the individual schools

6. Select, catalog, and circulate professional materials in the fields of library science and educational media

7. Assist the Director in the evaluation of the library/media program

PRODUCTION SPECIALIST

Qualifications:

1. Bachelor's degree with evidence of competencies in graphic and photographic production or a master's degree in educational media

2. Experience in graphic and photographic production

Responsibilities:

1. Production of instructional materials to include slides, filmstrips, multi-media kits, and learning centers

2. Assist the Library/Media Utilization Specialist in designing in-service workshops and staff development programs relative to local production

3. Maintain records related to production services

4. Select, recommend for purchase, and maintain adequate production supplies and materials

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TECHNICIANS (2)

Qualifications:

1. High school graduate with training in the maintenance and repair of audio-visual equipment.
2. Experience in the maintenance and repair of audio-visual equipment.

Responsibilities:

1. Maintenance and repair of audio-visual equipment
2. Select, recommend for purchase and maintain an adequate supply of replacement parts and lamps for audio-visual equipment.
3. Assist the Director in the selection and evaluation of audio-visual equipment.
4. Assist the Library/Media Utilization Specialist in desiging in-service workshops and staff development programs relative to the operation of audio-visual equipment
5. Keep accurate records of maintenance and repair of audio-visual equipment.

SECRETARY

Qualifications:

1. High school diploma with office management training or associate degree in secretarial science
2. Strong organizational and inter-personal skills
3. Able to work unsupervised and supervise other office staff.
4. Secretarial experience

Responsibilities:

1. Maintain accurate and up-to-date records and files
2. Prepare and process purchase orders
3. Maintain office supplies
4. Supervise other office staff

CIRCULATION CLERK

Qualifications:

1. High school diploma
2. Work experience

Responsibilities:

1. Schedule and prepare materials for circulation
2. Maintain circulation records
3. Videotape instructional television programs
4. Operate film-cleaning machine

VAN DRIVER(S)

Qualifications:

1. Virginia driver's license
2. Safe driving record
3. Work experience

Responsibilities:

1. Delivery of materials and equipment to and from the schools
2. Operate film-cleaning machine

CLERK/TYPIST

Qualifications:

1. High School diploma
2. Typing and filing skills
3. Work experience

Responsibilities:

1. Type and maintain catalog information
2. Assist in the preparation of materials for circulation
3. Assist in the videotaping of instructional television programs
4. Assist in operating the film-cleaning machine

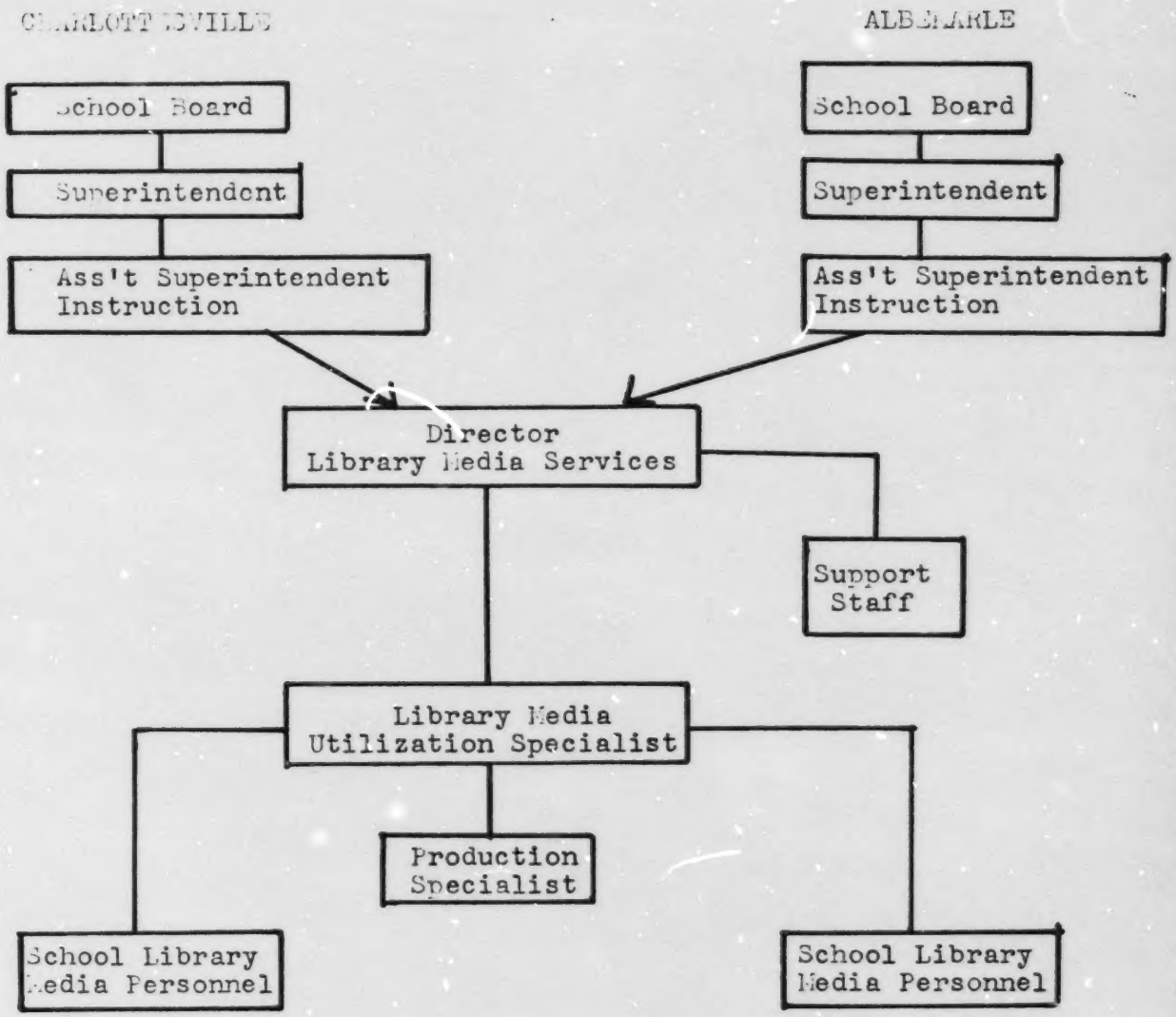
PRODUCTION AIDE

ualifications:

1. High school diploma
2. Work experience

Responsibilities:

1. Basic production of instructional materials (mounting, and laminating)
2. Assist in the videotaping of instructional television programs
3. Assist the Production Specialist in preparation of major projects



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The following policies represent the the operational phase of the five-year plan and are of a broad nature, though specific recommendations based upon viable alternatives will be outlined. Those policies pertaining to the developmental phase of inter-district loan will be so identified.

REQUESTS

1) All orders for materials must be placed through the library/media personnel in the school. The Materials Request Form is to be completed with the item number, title, and date needed.
2) Order at least one week in advance.
3) Materials may be reserved up to eight (8) weeks in advance.
4) Requests for materials will be forwarded to the Media Center by:
   A) placing the request forms in the "Pony" bag/box -or-
   B) each school will be designated a specific 20 minute period of time to phone in requests to the Media Center.

DELIVERY SCHEDULE

1) Items will be delivered and returned on a regular basis:
   A) if two vans are allocated to the Media Center, a Monday delivery-Friday pick-up schedule will be used.
   B) if only one van is allocated, a Monday-Thursday and Tuesday-Friday schedule will be used with approximately half of the schools assigned to each schedule.

LOAN PERIOD

1) Films and videotapes, one cycle:
   A) delivered Monday and returned Friday.
   B) delivered Monday and returned Thursday, or delivered Tuesday and returned Friday.
2) All other materials, two cycles:
   A) delivered Monday and returned Friday of the next week.
   B) delivered Monday (Tuesday) and returned Thursday (Friday) of the next week.
3) All materials may be retained one additional cycle if not previously reserved.

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RECEIPT AND RETURN

1) Upon receipt of materials, check to see that all items are included.
2) Upon return of materials, check to see that all items received are included and placed in their proper containers.
3) Upon return of materials, fill in the appropriate utilization form, noting any damaged parts or inaccurate materials.

UTILIZATION

1) Allow only competent persons to operate the audiovisual equipment.
2) The borrower is responsible for the loaned materials and is to see that they are returned on time.

PREVIEWING AND PURCHASE RECOMMENDATION

1) All instructional staff members are encouraged to preview and recommend for purchase any instructional materials relative to their subject area or grade level.
2) Appropriate forms may be secured from the school's library/media personnel and, when completed with as much information as possible, returned ~~to~~ him/her for delivery to the Media Center.
3) Priorities for purchase will be based upon the common curriculum needs of both school systems and the current holdings of the Media Center.
4) Purchases of materials will be made in accordance with the selection policies of both school systems.

PRODUCTION SERVICES

1) Production Services Request froms are available from the schools' library/media personnel and are to be completed.
2) Requests for consultation with either the Library/Media Utilization Specialist or the Production Specialist are to be noted on the appropriate section of the aforementioned form.
3) Allow at least two weeks advance notice for production requests.
4) The Media Center reserves the right to retain for circulation and/or duplicate any produced material of potential value to the instructional staff.

COMMUNITY GROUPS

1) Community groups requesting materials or services from the Media Center must meet the criteria established by both school systems in their policies regarding use of materials and facilities by community groups.

2) These requests must be submitted on the appropriate form. Only the Director can authorize these requests, and his/her decision will be based on the individual merits of the request.

INTER-SCHOOL LOAN

1) The loan of instructional materials between schools is to be encouraged.
2) Arrangements for such inter-school loans are to be made with the appropriate library/media personnel.

EQUIPMENT REPAIR

1) The school library/media personnel is to forward equipment needing repair to the Media Center.
2) The Equipment Repair form must be completed and attached to the equipment.
3) Replacement lamps may be secured from the Media Center by forwarding the used lamp to the Media Center.

INTER-DISTRICT LOAN, DEVELOPMENTAL PHASE

1) All requests will be channeled to the appropriate Media Center by the library/media personnel.
2) The previous policies will be in effect during the Developmental Phase, except for those related to Production Services.
3) Albemarle schools serviced by the Charlottesville "Pony" will have their equipment maintenance requests serviced by the Charlottesville technician.

FIRST YEAR

Evaluation of the current holdings of the two existing Media Centers will be made. Through use of the previous year's annual report, Albemarle County's library/media program head will evaluate the equipment needs of the individual schools.

SECOND YEAR

Circulation records of inter-district loans will be kept and evaluated. Surveys of teachers with regard to their knowledge of, use of, and attitudes toward inter-district loan will be evaluated. The cooperative delivery system will be monitored and evaluated.

THIRD YEAR

Circulation records of the merged collections will be evaluated, especially with respect to the number of requests and percentage of requests filled. User surveys concerning teachers' knowledge of, use of, and attitudes toward the merged collection will be evaluated. Records will be kept with respect to the utilization services provided by the Charlottesville-Albemarle Media Center.

FOURTH YEAR

Circulation records will be maintained as will records of utilization services. Records of production services will be maintained and evaluated. User surveys pertaining to the production services will be distributed to teachers and evaluated. The library/media personnel involved in the inter-school loan will conduct evaluations of this service and report their findings to the Director.

FIFTH YEAR

The entire program will be evaluated. Records will be maintained on all program components and will be evaluated and analyzed to determine strengths and weaknesses. User surveys will be used to evaluate all components, and space will be supplied for comments and suggestions from which new needs will be identified.

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During the first two years of the this plan, each school system will be responsible for funding its library media program. When the proposed Charlottesville-Albemarle Media Center becomes operational in the third year, the funding for the project should be shared among the two school systems through a funding formula similar to the one used for the Charlottesville-Albemarle Technical Education Center. The total five-year funding total does not include the costs of renovating one of the two alternative sites.

FIRST YEAR

Albemarle

Continuity	
Personnel	50,833.00
Operating Costs	44,200.00
	95,033.00
Incremental	
Cataloging Collection[1]	
Personnel	12,000.00
Operating Costs (printing)	1,000.00
	13,000.00
Individual School Collection Building[2]	
Operating Costs ($2/student)	19,000.00
	19,000.00
Centralize Equipment Purchase[3]	
Capital Outlay	32,924.00
	32,924.00
Albemarle total	159,957.00

[1]Personnel will be hired for one year only.

[2]Based on disparity of funding allocated for individual school programs between the two school systems.

[3]Represents funds previously allocated to individual schools for audio-visual equipment purchases, therefore when reallocated in this manner, does not constitute new funds. Will later fall under continuity.

FIRST YEAR

Charlottesville

Continuity	
Personnel	40,400.00
Operating Costs	25,000.00
Capital Outlay[1]	15,000.00
	80,400.00

Albemarle total	159,957.00
Charlottesville total	80,400.00
First year total	240,357.00

[1]Represents an average of what was budgeted (18,000) and the remainder after some funds were frozen (12,000). In the past, most of the frozen amount has been released at the end of the school year.

SECOND YEAR

Charlottesville

Continuity	
Personnel	45,652.00
Operating Costs	28,250.00
Capital Outlay	16,950.00
	90,852.00
Incremental	
Unified Catalog	
Operating Costs (printing)	1,200.00
	1,200.00
Expansion	
Central Facility	
Capital Outlay	**********
Charlottesville total	92,052.00

SECOND YEAR

Albemarle

Continuity	
Personnel	57,441.29
Operating Costs	49,946.00
Capital Outlay	37,204.12
	144,591.41
Incremental	
Unified Catalog	
Operating Costs (printing)	1,200.00
	1,200.00
Individual School Collection Building	
Operating Costs ($1/student)	9,500.00
	9,500.00
Expansion	
Central Facility	
Capital Outlay	**********
Albemarle total	155,291.41
Albemarle total	155,291.41
Charlottesville total	92,052.00
Second Year total	247,343.41

THIRD YEAR

Continuity	
Merged operations	
Personnel	116,495.41
Operating Costs	88,361.48
Capital Outlay	61,194.16
	266,051.04
Incremental	
Utilization Services	
Operating Costs	750.00
	750.00
Individual School Collection Building[1]	
Operating Costs ($1/student)	9,500.00
	9,500.00
Expansion	
Inter-School Loan	
Operating Costs	200.00
	200.00
Production Services	
Operating Costs (film, materials)	3,000.00
Capital Outlay (equipment)[2]	220.00
	3,220.00
Third year total	279,721.04

[1]Albemarle County only.

[2]Virtually all equipment is already on hand.

FOURTH YEAR

Continuity	
Personnel	131,639.81
Operating Costs	100,978.47
Capital Outlay	69,149.40
	301,767.68
Incremental	
Individual School Collection Building[1]	
Operating Costs ($1/student)	9,500.00
	9,500.00
Expansion	
Production Services	
Personnel (2)	20,000.00
	20,000.00
Fourth year total	331,267.68

[1]Albemarle County only.

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FIFTH YEAR

Continuity	
Personnel	171;352.98
Operating Costs	114;105.67
Capital Outlay	78,138.82
Fifth year total	363,597.47

First year total	240;357.00
Second year total	247;343.41
Third year total	279;721.04
Fourth year total	331;267.68
Fifth year total	363,597.47
Five Year Total	$1,462,286.50

NOTE: Beginning with the second year and continuing thereafter, an across the board inflation rate of 13% has been added to all categories falling under continuity.

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